

Administrator Certification Section Fee

Make all checks or money orders payable to: California Department of Social Services or CDSS. Send application and check to Administrator Certification Section, 744 P Street M.S. 19-47, Sacramento, Ca 95814

Include the administrator/certificate and facility license number, if known, on the check.

All fees are considered processing and are nonrefundable.

The delinquency fee applies to renewal administrator applications and is imposed if the application is postmarked after the certificate expiration date.

These fees will not be returned even if the application/certificate is denied or revoked.

Initial Administrator Application	\$100.00
Renewal Administrator Application	\$100.00
Certificate Delinquency Fee	\$300.00 (includes \$100.00 app fee)
Initial Certification Program Vendor Application Fee	\$150.00
Continuing Education Vendor Application Fee	\$100.00
Live Scan Fee (payable to the live scan agency)	GH Administrator-\$97 RCFE Administrator-\$84 ARF Administrator-\$84
Replacement Administrator Certificate (e.g., lost certificate, address or name change)	\$25.00